

## ***Associate Planner***

### ***THE CITY***

Located near the southern tip of the San Francisco Bay between Fremont and San Jose, the City of Milpitas is forty-five miles south of San Francisco. With a population of approximately 65,000, Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. Milpitas features quality schools, conveniently located neighborhood parks and shopping centers, and a population rich in diversity.

### ***THE DEPARTMENT***

The Planning and Neighborhood Services Department consists of the following three divisions: Current and Long Range Planning, Housing, and Neighborhood Preservation.

The Planning Section is committed to providing outstanding customer service in a very dynamic development environment, while guiding the long range visioning process for the City.

### ***THE POSITION***

There are currently two openings for Associate Planner within the Planning Division. An Associate Planner is a skilled professional planner responsible for overseeing and managing a major section within the department's planning program, performing the more complex tasks and projects within the work unit, and are responsible for the supervision and training of subordinate staff members.

### ***EXAMPLES OF DUTIES***

- Coordinate, review, and participate in the work of professional and technical employees in data collection, analysis, plan formulation, and implementation of planning, zoning and environmental review activities.
- Make recommendations on development permits, special use permits, variances, tentative tract maps, residential planned development permits.
- Coordinate planning activities with other City departments, and outside agencies.
- Preparation of specific and precise plan documents.

- Make presentations to City Council, the Planning Commission, and other appropriate boards and committees.
- Administer the General Plan, zoning, subdivision, and sign ordinances.
- Advise developers regarding development applications and processes.
- Oversee and maintain detailed socio-economic data and other relevant statistics.
- Conduct special planning studies.
- Implementation of CEQA, NPDES, and other State and Federal planning provisions.

### ***QUALIFICATIONS***

**Education:** A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, environmental science, geography, architecture or landscape architecture, or a related field.

**Experience:** Three years of responsible experience in the field of urban and environmental planning, including some project lead experience.

**Knowledge of:**

- Principles and practices of comprehensive urban planning.
- Recent developments, current literature, and informational courses in the field of planning and zoning.
- Research methods and techniques.
- Applicable Federal, State and local laws, rules and regulations relating to planning activities.

**Ability to:**

- Coordinate the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.
- Establish and maintain effective work relationships with the public and other City staff.
- Communicate effectively, orally and in writing.
- Interpret and explain applicable codes and ordinances.
- Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.
- Study, analyze and compile technical, statistical and economic information pertaining to planning and zoning research.

### ***LICENSE***

Must possess and maintain throughout employment a valid California Driver's License.

### ***SPECIAL REQUIREMENTS***

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment; use of a computer; able to travel to various locations within and outside the City of Milpitas.

### ***SELECTION PROCESS***

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

**Oral Board Interviews are tentatively scheduled for the week of March 06, 2006.**

### ***TO APPLY***

A completed City of Milpitas application and a resume must be submitted to:

**City of Milpitas  
Human Resources Department  
455 E. Calaveras Blvd.  
Milpitas, CA 95035**

An application and a complete job description are available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time.

Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

## ***SALARY AND BENEFITS***

<b>Annual Salary</b>	\$ 81,602 - \$ 99,187 (Employee pays 8% PERS Contribution)
<b>Retirement</b>	CalPERS 2.7% at 55 plan, with single highest year.
<b>Health Insurance</b>	Multiple plans.
<b>Dental</b>	City paid.
<b>Vision Insurance</b>	City paid.
<b>Life, LTD and STD</b>	City paid \$ 50,000 life insurance. Long and short-term disability insurance.
<b>Sick Leave</b>	12 days per year.
<b>Vacation</b>	11 days per year to a maximum of 31 days per year.
<b>Holidays</b>	13 days per year.
<b>Deferred Compensation (457 Plan)</b>	\$ 900 per year, City paid.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**The City of Milpitas  
California**



**Announces an  
opportunity for**

**Associate Planner**

**Annual Salary:**

**\$ 81,602 - \$ 99, 187**

(Employee pays 8% PERS Contribution)

**Closing Date:**

**Friday, February 10, 2006**